

**VALDOSTA STATE UNIVERSITY**  
**Request for Lump-Sum Compensation**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee ID (ADP)

\_\_\_\_\_  
Employee's Title

\_\_\_\_\_  
Employee Department

**Check one of the following:**

**Paygroup:**

- 51T (student assistant)       51C (temp biweekly)       51L (temp monthly)  
 51H (FT/PT biweekly staff)       51A (FT/PT monthly staff)       51G (graduate assistant)

**Department:**

- Admissions       Summer Theater       Orientation  
 Continuing Ed       Other (specify) \_\_\_\_\_

**Please provide a brief description of work performed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
No. of Hours

\_\_\_\_\_  
Dates from/to

\_\_\_\_\_  
Flat Amount/Rate

\_\_\_\_\_  
Account number to charge

\_\_\_\_\_  
No. of Hours

\_\_\_\_\_  
Dates from/to

\_\_\_\_\_  
Flat Amount/Rate

\_\_\_\_\_  
Account number to charge

**APPROVED BY:**

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

\_\_\_\_\_  
Dean/Director

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ ADP PayCode: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by Payroll: \_\_\_\_\_ Pay Run: \_\_\_\_\_ Date: \_\_\_\_\_